



County of Los Angeles  
**CHIEF ADMINISTRATIVE OFFICE**

713 KENNETH HAHN HALL OF ADMINISTRATION • LOS ANGELES, CALIFORNIA 90012

(213) 974-1101

<http://cao.co.la.ca.us>

DAVID E. JANSSEN  
Chief Administrative Officer

Board of Supervisors  
GLORIA MOLINA  
First District

YVONNE BRATHWAITE BURKE  
Second District


ZEV YAROSLAVSKY  
Third District

DON KNABE  
Fourth District

MICHAEL D. ANTONOVICH  
Fifth District

August 1, 2003

To: Supervisor Yvonne Brathwaite Burke, Chair  
Supervisor Gloria Molina  
Supervisor Zev Yaroslavsky  
Supervisor Don Knabe  
Supervisor Michael D. Antonovich

From:   
David E. Janssen  
Chief Administrative Officer

**QUARTERLY REPORT ON TRANSFERS OF APPROPRIATION**

At the July 28, 1992 Board of Supervisors' meeting, the Chief Administrative Office was instructed to provide quarterly reports on all approved "action budget adjustments" (transfers of appropriations within budget units up to \$250,000 per quarter). The attached report lists such action budget adjustments for the period April 1 through June 30, 2003.

If you have any questions or require additional information regarding these transfers, please contact me, or your staff may contact Jacqueline White of my office at (213) 974-1155.

DEJ:DIL  
JW:AHW:vyg

Attachment

c: Executive Officer, Board of Supervisors  
County Counsel  
Auditor-Controller

**APPROVED TRANSFERS OF APPROPRIATION (ACTION BUDGET ADJUSTMENTS)**  
**APRIL 1 THROUGH JUNE 30, 2003**

<b>BUDGET ADJ. NO.</b>	<b>DESCRIPTION</b>	<b>JUSTIFICATION</b>
195	Transfer of appropriation (\$35,000) within the Board of Supervisors – Services and Supplies to Fixed Assets.	To provide funding for the purchase of a mailing machine and beta equipment for the Board room.
196	Transfer of appropriation (\$28,000) within Military and Veteran Affairs – Salaries and Employee Benefits to Services and Supplies.	To provide funding for the increased cost of Patriotic Hall maintenance and related services. Savings in Salaries and Employee Benefits are due to vacancies.
197	Transfer of appropriation (\$2,000) from the Board of Supervisors – Services and Supplies to the Sheriff's Department – Services and Supplies.	Use of Fourth District discretionary funds, by the Sheriff's Department, for the Lakewood Station Youth Explorer Program.
204	Transfer of appropriation (\$113,000) within the Department of Child Support Services – Salaries and Employee Benefits to Fixed Assets.	To provide funding for computer servers, a minivan and data processing equipment. Savings in Salaries and Employee Benefits are due to vacancies that were not filled in FY 2002-03 to reduce the impact of the FY 2003-04 budget shortfall.
218	Transfer of appropriation (\$250,000) within the Department of Mental Health – Salaries and Employee Benefits to Services and Supplies.	To provide funding for additional contracted mental health services for the Juvenile Justice Program. Savings in Salaries and Employee Benefits are due to vacancies and hiring delays.
219	Transfer of appropriation (\$8,000) from the Board of Supervisors – Services and Supplies to Parks and Recreation – Services and Supplies.	Use of Fifth District discretionary funds, by Parks and Recreation, for the ball field renovation at Camp Scott.
222	Transfer of appropriation (\$17,000) within the Department of Child Support Services – Salaries and Employee Benefits to Fixed Assets.	To provide funding for the purchase of a color photocopier. Savings in Salaries and Employee Benefits are due to vacancies that were not filled in FY 2002-03 to reduce the impact of the FY 2003-04 budget shortfall.
229	Transfer of appropriation (\$250,000) within the Office of Affirmative Action Compliance (OAAC) – Intrafund Transfer to Services and Supplies.	To provide the OAAC's Employment Discrimination Investigations and Contract Compliance Sections with sufficient appropriation to meet the service demands of departments.
230	Transfer of appropriation (\$249,000) within the Department of Public Social Services – Services and Supplies to Fixed Assets.	To provide funding for additional automation equipment expenditures.
238	Transfer of appropriation (\$77,000) within the Information Systems Advisory Body (ISAB) – Services and Supplies to Fixed Assets.	To provide funding for computer purchases for the Sheriff's Department.
241	Transfer of appropriation (\$23,000) within the Department of the Ombudsman - Salaries and Employees Benefits (\$20,000) and Other Charges (\$3,000) to Services and Supplies.	To provide funding for expenses associated with the production and distribution of the Department's annual report, brochures, promotional items for special events, and a portion of the relocation costs. Savings in Salaries and Employee Benefits are due to vacancies.

**APPROVED TRANSFERS OF APPROPRIATION (ACTION BUDGET ADJUSTMENTS)**  
**APRIL 1 THROUGH JUNE 30, 2003**

BUDGET ADJ. NO.	DESCRIPTION	JUSTIFICATION
242	Transfer of appropriation (\$223,000) within Consumer Affairs – Salaries and Employee Benefits to Services and Supplies.	To provide funding to meet operational needs including: 1) funding for temporary agency employees to backfill staff on leave and budgeted vacancies; 2) technical and financial compliance audits of cable television franchises; 3) translation of telephone recorded messages into plain language format; 4) printing of tip sheets into plain language format; 5) unanticipated cost increases for services from other departments; and 6) purchase of grant-funded equipment and services and supplies. Savings in Salaries and Employee Benefits are due to hiring delays and attrition.
243	Transfer of appropriation (\$249,000) within Treasurer and Tax Collector – Salaries and Employee Benefits to Services and Supplies.	To provide funding to upgrade the Department's remittance processing and image archive system, including related hardware and software, for the Department's banking operations. Savings in Salaries and Employee Benefits are due to vacancies and hiring delays.
244	Transfer of appropriation (\$120,000) within the Department of Child Support Services – Salaries and Employee Benefits to Fixed Assets.	To provide funding for video conferencing equipment and photocopiers. Savings in Salaries and Employee Benefits are due to vacancies that were not filled to reduce the impact of the FY 2003-04 budget shortfall.
246	Transfer of appropriation (\$75,000) within the Museum of Art – Salaries and Employee Benefits to Other Charges (\$10,000) and Services and Supplies (\$65,000).	To provide funding for judgment and damages settlement and for increased professional services and utility costs. Savings in Salaries and Employee Benefits are due to attrition.
250	Transfer of appropriation (\$250,000) within the Department of Parks and Recreation – Salaries and Employee Benefits to Services and Supplies (\$160,000) and Fixed Assets (\$90,000).	To provide funding for various services and supplies items, a lifeguard boat and three fingerprinting machines. Savings in Salaries and Employee Benefits are due to vacancies and hiring delays.
251	Transfer of appropriation (\$250,000) within the Agricultural Commissioner/Weights and Measures – Salaries and Employee Benefits to Services and Supplies (\$165,000) and Fixed Assets (\$85,000).	To provide funding for various equipment and building maintenance costs. Savings in Salaries and Employee Benefits are due to vacancies and attrition.
253	Transfer of appropriation (\$200,000) within the Office of Public Safety – Salaries and Employee Benefits to Other Charges.	To provide funding to cover unanticipated indemnity costs. Savings in Salaries and Employee Benefits are due to vacancies.
258	Transfer of appropriation (\$250,000) within the Sheriff's Department, Court Services – Salaries and Employee Benefits to Services and Supplies.	To provide funding to allow the Department to meet its obligatory and operational requirements. Savings in Salaries and Employee Benefits are due to vacancies.

**APPROVED TRANSFERS OF APPROPRIATION (ACTION BUDGET ADJUSTMENTS)**  
**APRIL 1 THROUGH JUNE 30, 2003**

<b>BUDGET ADJ. NO.</b>	<b>DESCRIPTION</b>	<b>JUSTIFICATION</b>
260	Transfer of appropriation (\$125,000) within the Department of Coroner – Salaries and Employee Benefits to Services and Supplies (\$75,000) and Fixed Assets (\$50,000).	To provide funding for: 1) spying eye surveillance – phase 3 to include “Skeletons in the Closet” gift shop and secure environment for multiplexer recorders; 2) replacement of damaged lobby doors; 3) purchase of disaster supplies and minor equipment; and 4) purchase of 2 sedans to fully compliment the Investigator On-Call Program. Savings in Salaries and Employee Benefits are due to vacancies, attrition and step differentials.
265	Transfer of appropriation (\$9,000) within Military and Veterans Affairs – Salaries and Employee Benefits to Services and Supplies.	To provide funding for the increased cost of Patriotic Hall maintenance and related services. Savings in Salaries and Employee Benefits are due to vacancies.
267	Transfer of appropriation (\$97,000) within the Office of Affirmative Action Compliance – Salaries and Employee Benefits to Other Financing Uses.	To repay Productivity Investment Fund Loan #03.6 awarded to OAAC. Savings in Salaries and Employee Benefits are due to hiring delays and vacancies.
277	Transfer of appropriation (\$165,000) within the Public Library – Salaries and Employee Benefits to Fixed Assets.	To provide funding for the purchase and installation of seven 3M Self-Check Systems including software, maintenance and parts, and video check-out units to replace existing systems at Lancaster, Valencia, Culver City, Angelo M. Iacoboni, West Covina, and Rowland Heights Libraries. Savings in Salaries and Employee Benefits are due to vacancies.
280	Transfer of appropriation (\$26,000) within the Department of Coroner – Other Charges to Other Financing Uses.	To repay Productivity Investment Fund loan awarded to the Department.
284	Transfer of appropriation (\$27,000) within Treasurer-Tax Collector – Services and Supplies to Fixed Assets.	To amend Budget Adjustment #243 to meet actual appropriation requirements in Fixed Assets for the Department's banking operations.
285	Transfer of appropriation (\$250,000) within the Fire Department – Salaries and Employee Benefits to Services and Supplies.	To provide funding for the Operations Budget Units' services and supplies appropriation in order to continue to support emergency operations. Savings in Salaries and Employee Benefits are due to vacancies and hiring delays.
291	Transfer of appropriation (\$126,000) within the Board of Supervisors – Services and Supplies to Fixed Assets.	To provide funding for the purchase of a storage area network equipment.
296	Transfer of appropriation (\$180,000) from the Board of Supervisors - Services and Supplies to Capital Projects – Fixed Assets.	Use of Third District discretionary funds, by Capital Projects, for Santa Monica Court Replacement – Modular Court Room Project.
298	Transfer of appropriation (\$81,000) within the Ford Theatre Special Development Fund – Services and Supplies to Fixed Assets.	To provide funding for the purchase of a sound system at the Ford Amphitheatre.

Note: Transfers of Appropriation related to the Productivity Investment Fund have been exempted from this report.